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STARS USER MANUAL

AGENCY CLASSIFICATION STRUCTURE REPORTS

ORGANIZATION STRUCTURE REPORTS

Report	Description
DAFR6640	Organization/Index Hierarchy Lists all of the organization structure including agency, division, bureau, section, unit, and the corresponding Index within each structure hierarchy. You can request this report for one or multiple fiscal years using SS1 for the four-digit beginning fiscal year and SS2 for the four-digit ending fiscal year. This will report only that organization structure which has not been purged. NOTE: SCO ONLY: To run through D M, use DA809110.
DAFR8500	Index Code Table Listing Lists all Index codes on the Index code table with all the “lookup” structure information. NOTE: SCO ONLY: To run through D M, use DA809120.

PROGRAM STRUCTURE REPORTS

Report	Description
DAFR6660	Program/PCA Hierarchy Lists all of the program structure including agency, function, activity, program, element, PCA1, and the corresponding PCA within each structure hierarchy. You can request this report for one or multiple fiscal years using SS1 for the four-digit beginning fiscal year and SS2 for the four-digit ending fiscal year. This will report only that program structure which has not been purged. NOTE: SCO ONLY: To run through D M, use DA809115.

Report	Description
DAFR8560	PCA Table Listing Lists all PCA codes on the PCA table with all the “lookup” structure information. NOTE: SCO ONLY: To run through D M, use DA809130.

OTHER STRUCTURE TABLE REPORTS

BUDGET UNIT

Report	Description
DAFR8540	Budget Unit Table Listing Lists all of the Budget Unit tables with their corresponding lookups, controls, and fund. You can request this report for one or multiple fiscal years using SS1 for the four-digit beginning fiscal year and SS2 for the four-digit ending fiscal year. This will report only the Budget Units that have not been purged. NOTE: SCO ONLY: To run through D M, use DA809125.

GRANT

Report	Description
DAFR8590	Grant Control Table Listing Lists all of the grant tables with their corresponding lookups and controls. This will report only the grants that have not been purged. NOTE: SCO ONLY: To run through D M, use DA809140.

PROJECT

Report	Description
DAFR8580	Project Table Listing Lists all of the Project tables with their corresponding lookups and controls. This will report only the Projects that have not been purged. NOTE: SCO ONLY: To run through D M, use DA809135.

GENERAL LEDGER, SUBSIDIARY, AND TRANSACTION CODE REPORTS

TRIAL BALANCE REPORTS

NOTE: All trial balance reports show all G/L categories (assets, liabilities, etc.) and list each subsidiary under the respective G/L account.

Report	Description
DAFR0104	Trial Balance by Grant List trial balance by Transaction Year, by fund/dtl, and by Grant/ph. Totals by Grant then fund.
DAFR6960	Statewide Trial Balance by Fund Lists trial balance by Transaction Year and by fund. Shows each G/L account and subsidiaries accumulated statewide. It shows the beginning balance, debits, credits, and ending balance.
DAFR8160	Trial Balance by Fund/Grant List trial balance by Transaction Year, by fund/dtl, and by Grant/ph. Accumulates by Grant then fund NOTE: Retain June 30 DAFR8160 for LSO audit.
DAFR8180	Trial Balance by Fund, GL Acct, & Transaction Code Lists a trial balance by fund, G/L account, then transaction code. Shows the beginning balance, debits, credits, and ending balance for each transaction code posted to the G/L account. NOTE: Retain June 30 DAFR8180 for LSO audit.
DAFR8750 (enter D31 in the Special Select 1 field when requesting)	Descriptor Table Report – D31 General Ledger Account Lists all general ledgers on the General Ledger Account Table by G/L account, reference data, and title. See the ERROR! REFERENCE SOURCE NOT FOUND. chapter of this manual for more information.

SUBSIDIARY REPORTS

Report	Description
DAFR6980	Subsidiary Transaction Analysis Report Shows individual subsidiary transactions processed during the month.
DAFR8750 (enter D32 in the Special Select 1 field when requesting)	Descriptor Table Report – D32 Subsidiary Table Lists all subsidiaries on the Subsidiary Table by G/L account, subsidiary number, and subsidiary title. See the ERROR! REFERENCE SOURCE NOT FOUND. for more information.

TRANSACTION CODE REPORTS

Report	Description
DAFR8640	Transaction Code Decision Table List – AutoDoc Lists all of the transaction codes for STARS data entry. Shows the transaction codes, general ledger accounts, enter requirements, how the transaction posts to different files, the approval level, and a brief explanation of the transaction code usage. See the Error! Reference source not found. chapter for more information.
DAFR8740	GLA vs. Tran Code Cross Reference Lists all of the STARS general ledger accounts and the transaction codes that post to each G/L account. It shows if the TCs debit or credit the general ledger account and provides the title of each transaction code. See the Error! Reference source not found. chapter for more information.
DAFR8750 (enter D50 in the Special Select 1 field when requesting)	Descriptor Table Report – D50 Transaction Code Comment/Approval Table Lists all transaction codes on the Transaction Code Comment/Approval Table by transaction code, approval level, and title. This information is included in the DAFR8640 by transaction code. See the ERROR! REFERENCE SOURCE NOT FOUND. for more detailed information